

SRS Visitor/Vendor Safety Briefing

Visitor Name: _____ Company: _____

Visitor Name: _____ Company: _____

Visitor Name: _____ Company: _____

Visitor Name: _____ Company: _____

Safety Briefing By: _____ / _____ Date: _____

Print Name

Signature

Escort Name: _____ / _____ Date: _____

Print Name

Signature

SAFETY BRIEFING ACTIONS	
Step	Action
1	Determine area(s) to be visited, duration, and name of escort. Update this information on access logs as required.
2	Select applicable topics from the tables below.
3	Provide a briefing tailored to the visit.
SAFETY BRIEFING TOPICS	
Topic Areas	Check
SRS Emergency Telephone Numbers (Site Phone 3-3911) (Cell Phone 725-1911)	
Requirements to stay with escort if required by Security	
Action required in the event of an emergency: (Warble, followed by public address announcement; fire alarm horn or NIM alarm bell in building)	
<ul style="list-style-type: none"> Proceed to designated rally point area or shelter indoors 	
<ul style="list-style-type: none"> Follow your escort or other employees to the nearest rally point 	
<ul style="list-style-type: none"> If not certain what action is required - ASK 	
Fit for Duty:	
<ul style="list-style-type: none"> Has not been drinking alcoholic beverages, using illegal drugs, or otherwise unfit for work today. 	
Safety Policy:	
<ul style="list-style-type: none"> The cornerstone of the WSRC safety program is the individual right of every employee, including subcontractors, to stop work if they observe employee safety being compromised. This principle is the most powerful means of guaranteeing safety on SRS. <u>Adherence to All Safety Policies, Rules, and Warnings is Mandatory.</u> Our Goal is an injury-free work environment. 	
Stop Work Authority:	
<ul style="list-style-type: none"> Everyone has the responsibility and authority to STOP work if they believe that the work being performed is not safe. 	

Proper Work Attire / Clothing:	
<ul style="list-style-type: none"> Employee work clothes consist of full-length pants or trousers and a shirt or blouse with sleeves that extend at least three inches below the shoulder and does not expose any portion of the torso from the neck to the waist. 	
Use of Personal Protective Equipment:	
<ul style="list-style-type: none"> Hard hat, safety glasses with side shields are required in construction work areas and in other areas where posted. 	
<ul style="list-style-type: none"> Sturdy work shoes or safety shoes depending on the area accessed or the work you are performing. 	
<ul style="list-style-type: none"> Hearing protection required in high noise level areas and where posted 	
<ul style="list-style-type: none"> Gloves required to protect the hands/fingers as needed depending on work being performed. 	
<ul style="list-style-type: none"> PPE includes: hard hat, gloves, hearing protection, safety glasses with side shields, proper foot protection and/or PPE where specific hazards or environmental conditions warrant additional or specialized protection. 	
<ul style="list-style-type: none"> If you do not have the necessary PPE, STOP and do not proceed. 	
<ul style="list-style-type: none"> Do not use defective or improperly fitting PPE for any task. 	
<ul style="list-style-type: none"> If you do not know what PPE is required for your work STOP and ask your supervisor or the person responsible for your work 	
Driving:	
<ul style="list-style-type: none"> Obey the posted speed limit on all SRS roadways and parking lots. 	
<ul style="list-style-type: none"> Adjust driving for the weather: fog, rain, reduced visibility, etc. 	
<ul style="list-style-type: none"> If lost – STOP where it is safe to stop and ask for directions or call (Site Phone 3-3911) / (Cell Phone 725-1911) 	
<ul style="list-style-type: none"> Park in designated parking spaces 	
Material Trucks:	
<ul style="list-style-type: none"> Chock the wheels of one and one-half (1-1/2) ton capacity or larger trucks when parked. 	
<ul style="list-style-type: none"> Do not work under suspended loads during unloading activities. Stay at a safe distance from moving equipment and material to avoid potential pinch or crush hazards. 	
Walking:	
<ul style="list-style-type: none"> Do not take shortcuts 	
<ul style="list-style-type: none"> Stay on sidewalks or other designated surfaces 	
<ul style="list-style-type: none"> Walk, do not run 	
General Safety:	
<ul style="list-style-type: none"> Do not attempt to become involved in a work activity for which you have not been trained, are not qualified or are not authorized to assist. 	
<ul style="list-style-type: none"> Do not attempt to operate any tools or equipment unless you are trained, qualified and authorized to operate the specific tool or equipment 	
<ul style="list-style-type: none"> In all cases, if something out of the ordinary happens or a particular work activity does not go as expected, STOP and reassess the situation. 	
<ul style="list-style-type: none"> Do not proceed with any task until you are certain the job can be completed with everyone's safety, including your own maintained. 	

<ul style="list-style-type: none"> • Ask for help or clarification if unsure about the safety or any situation. 	
<ul style="list-style-type: none"> • Obey all warning signs, barricades and other safety notices. 	
<ul style="list-style-type: none"> • No smoking in any SRS buildings 	
<ul style="list-style-type: none"> • Report any injuries, incidents, near-miss, or unsafe conditions immediately to your escort, supervisor, or the person responsible for your work. 	
Equipment:	
<ul style="list-style-type: none"> • Be sure the equipment, material and tools you bring on or use on the site are in safe operable condition. 	
<ul style="list-style-type: none"> • Ask yourself if your equipment, material and tools are in good working order and in a serviceable condition to be used safely for all work you will be doing. 	
<ul style="list-style-type: none"> • You may encounter heavy equipment in some areas of the site. 	
<ul style="list-style-type: none"> • Use caution and do not enter areas where heavy equipment is being operated unless you are authorized. 	
<ul style="list-style-type: none"> • No self-propelled equipment (backhoes, trackhoes, bulldozers, etc.) may be loaded or off loaded from trucks, trailers or similar equipment without employees having first completed a Self –Propelled Equipment Loading Checklist. 	
<ul style="list-style-type: none"> • Do no work on service/or operate any heavy equipment unless you are qualified and authorized to do so. 	
Remote Worker: (Ref.: 1B, MRP 4.03)	
<ul style="list-style-type: none"> • A remote worker is “any worker within the SRS boundaries who is beyond range of an installed Safety Alarm System. This does not include persons in transit via site roadways or workers performing assignments in routinely-occupied buildings”. 	
<ul style="list-style-type: none"> • All remote workers are to maintain communications with a designated dispatcher via SRS two way radio or remote worker pager and cell phone. They are required to identify who they are, where they are working and duration (start/stop times) of their work. 	
<ul style="list-style-type: none"> • If you are a remote worker, and do not have a designated dispatcher, call the SRSOC, 725-1911, and give them your information. They will track you. 	
<ul style="list-style-type: none"> • Remote workers who are found in violation of the requirements will be escorted from their work site. 	
<ul style="list-style-type: none"> • Questions regarding remote worker procedures should be directed to your Command & Control. 	
Command & Control (who is in charge):	
<ul style="list-style-type: none"> • Be sure you have someone identified at the work site that is responsible for directing the work activities. 	
Comments:	

The basis for the Integrated Safety Management System for Sub-tier workers, Vendors, Visitors and Guests is that safety begins with a clearly defined scope of work, a thorough analysis of hazards, proper planning to eliminate these hazards and the guiding principles of clear roles and responsibility and line management responsibility for safety.

Task Specific Hazards

Briefly describe the purpose of the visit and or the scope of work to be performed.

“What do you see as the greatest potential for injury related to your task?”

Stop & Think! See It Again For The First Time! Will Your Visit Involve Any Of The Following?

Elevated Work	Hazardous Material
Medium & Heavy Equipment	Fire Protection
Hoisting, Rigging & Cranes	Excavations
Hazardous Energy	Tools & Small Equipment
Trailers	Personal Protective Equipment / Body Mechanics
Confined Space	Housekeeping

Hazard Analysis and Control:

If any of the above were checked Yes. How will you control the hazard or protect yourself? **If you check yes to an orange or amber box, SRS has determined these to be high and medium hazards.** SRS expects these hazards to be controlled at all times and has developed a set of hazard specific checklists to assist in the safe performance of tasks with these hazards. Checklists will be provided for your review.